

COUNTY OF LOS ANGELES

PROCEDURAL GUIDELINES OF THE COMMISSION ON LOCAL GOVERNMENTAL SERVICES

ARTICLE I.

Name

The name of this organization shall be the Los Angeles County Commission on Local Governmental Services. All references to "Commission" shall be deemed a reference to the Commission on Local Governmental Services.

ARTICLE II.

Powers, Duties and Membership

Section 1. Powers and Duties

The Commission shall:

- ◆ Examine intergovernmental jurisdictional alternatives to local government services in the Los Angeles County area with the goal of providing better, more responsible and/or cost effective delivery of these services to the public;
- ◆ Establish a procedure whereby various topics that are suggested either by Commission members, the appointing authorities, or other agencies, shall be reviewed and determined as to their priority ranking. At each meeting an up-to-date report of all studies undertaken by the Commission shall be provided to the Commission;
- ◆ Pursue, monitor and report on the implementation of its recommendations.
- ◆ Submit reports to the Board of Supervisors; and
- ◆ Make recommendations for action by the Board of Supervisors.

Section 2. Membership

The Commission shall consist of the following members:

- ◆ Ten Commissioners, two Commissioners appointed by each Supervisor
- ◆ Two Commissioners appointed by the Mayor of the City of Los Angeles
- ◆ Three Commissioners appointed by the President of the Los Angeles City Council
- ◆ One Commissioner from the Independent Cities Association
- ◆ One Commissioner from the California Contract Cities Association
- ◆ One Commissioner from the Los Angeles Division, League of Cities
- ◆ One ex officio member appointed by the Chief Executive Officer
- ◆ One ex officio member appointed by the Sheriff; and
- ◆ One member appointed by the Los Angeles Police Department.

Commissioners' terms of office will be indefinite.

ARTICLE III. Officers

***Section 1. General Responsibilities**

The officers of the Commission shall be a Chairperson, Vice-Chairperson, and a 2nd Vice Chairperson. These officers shall perform the duties prescribed by these procedural guidelines and by the parliamentary authority adopted by the Commission.

Section 2. Duties of Chairperson

The duties of the Chairperson shall also include, but are not necessarily limited to, the following:

1. To preside over full Commission meetings.
2. To determine the agenda of the meetings, subject to the provisions of Section 5 of Article V.
3. To determine whether a quorum is present subject to the provisions of Section 3.34.070 of the County Code.
4. To call special meetings when necessary, (e.g., when a report needs to be released before the next regular meeting), subject to the requirements of the Ralph M. Brown Act.
5. To determine the membership of task forces and subcommittees for Commission studies and to appoint the chairpersons and members of such task forces and subcommittees.
6. To confer with the staff on all matters relating to the activities of the Commission and to provide direction to the staff in relation to these matters.
7. To confer with the Board of Supervisors when appropriate and discuss with them, in particular, the contents of Commission reports prior to their release.
8. To coordinate all presentations of Commission reports or other matters before the Board of Supervisors.
9. To represent, or request other members of the Commission or staff to represent, the Commission in communications with the news media.
10. To monitor board meetings and be prepared to respond to the inquiries of the Board members on an ad hoc basis.

Section 3. Duties of Vice-Chairperson and 2nd Vice-Chairperson

The duties of the Vice-Chairperson include the following:

1. To preside over meetings of the full Commission in the absence of the Chairperson.
2. To perform any other responsibilities at the direction of the Chairperson.

The duties of the 2nd Vice-Chairperson include the following:

1. To preside over meetings of the full Commission in the absence of the Chairperson and Vice Chairperson.
2. To perform any other responsibilities at the direction of the Chairperson.

ARTICLE IV. Election of Officers

***Section 1. Election of Officers**

At the regular Commission meeting on the first Tuesday of January of each year, or at the next regularly scheduled meeting thereafter, the Commission shall elect a Chairperson, Vice Chairperson, and 2nd Vice Chairperson from among its members. Each officer shall serve for a one year term and thereafter until a successor is qualified and elected.

Section 2. Eligibility for Officers

Every duly appointed Commissioner shall be eligible to serve as an officer.

Section 3. Eligibility to Vote

All Commissioners in good standing shall be eligible to vote on all matters concerning the Commission, including the election of officers and other matters affecting the internal government of the Commission. A Commissioner shall be deemed to be in good standing provided that the provisions of paragraph 1 of subsection F of Section 5.12.050 of the County Code are not applicable to such commissioner. A commissioner's absence may be excused by the Chairperson with the concurrence of a majority of the membership.

There shall be no voting by proxy.

Section 4. Election Procedures

The officers shall be selected in the following manner:

- ◆ There shall be no secret ballots or absentee voting.
(Government Code Section 54953)
- ◆ Candidates shall be nominated from the floor at the election meeting.
- ◆ The election will be held by voice-vote at the election meeting subject to the following: If one of the candidates receives a majority of all votes cast, he or she will be declared the winner. If there are three or more candidates and none receives a majority of all votes cast, a run-off election between the two candidates with the highest number of votes will be held. The run-off shall be conducted by voice-vote at the election meeting. In the event of a tie between the two candidates with the highest number of votes, the Chairperson's vote shall be counted as one and one-half (1 1/2) votes.

*Section 5. Vacancies

If the office of Chairperson, Vice-Chairperson, or 2nd Vice Chairperson becomes vacant, the vacancy will be filled for the remainder of the term at the next regular meeting using the same procedures set forth in Section 4 of this Article.

**ARTICLE V.
Meetings**

Section 1. Regular Meetings

Regular meetings of the Commission shall be held on the first Tuesday in each month at 9:30 a.m. The regular meeting may be rescheduled for an earlier or later time by majority vote of the members present at a regular meeting. The Commission staff shall give notice of a rescheduled regular meeting by delivering personally or by mail written notice to each member of the Commission and to each local newspaper of general circulation, radio or television station that has requested notice of special meetings. The notice shall be given as soon as practicable and in sufficient time so as to be received at least 24 hours before the time of the rescheduled meeting.

Commissioners may participate by phone provided that they coordinate their telephonic participation with Commission staff before the meeting to ensure compliance with the Ralph M. Brown Act.

Meetings shall be canceled by a majority vote of the members present at a regular meeting. Proposals for the cancellation of a meeting or meetings shall be placed on the agenda and noticed pursuant to the procedures provided in these procedural guidelines.

If the Commission staff determines that there will be no quorum present for a particular meeting, the Chairperson, in his or her discretion, may cancel that meeting or convene a meeting of a committee of the whole. In the case of a cancellation, the staff will be directed to follow the cancellation procedures used by the Los Angeles County Board of Supervisors.

Section 2. Special Meetings

Special meetings of the Commission may be called in the manner provided by Section 54956 of the Government Code.

Section 3. Rules of Order

The rules contained in the current edition of "Robert's Rules of Order Newly Revised" except as otherwise provided herein, shall govern the Commission in its proceedings. The Commission may adopt additional rules to govern conduct at its meeting and all proceedings. Such rules may be changed either by a majority vote of the Commission or

through the discretion of the Chairperson. However, meetings may only be cancelled pursuant to Article V, Section 1.

Section 4. Quorum

A majority of all current members of the Commission shall constitute a quorum. Ex-officio members shall not be considered for purposes of determining a quorum.

Section 5. Agenda Items

Members of the Commission requesting to place items on the agenda of the Commission must do so by contacting the Commission staff or the Agenda Committee no later than the seventh working day prior to any regularly scheduled or special meeting of the Commission and specify the nature of the item to be placed on the agenda. Members may also request at regular meetings that items be placed on the agenda for a future meeting. Notwithstanding the foregoing, the Commission staff may, with the Chairperson's approval, accept items for the agenda if it can be done without violating the agenda and notice requirements of the Ralph M. Brown Act.

ARTICLE VI. Adoption and Amendment of Procedural Guidelines

Section 1. Adoption

These procedural guidelines may be adopted by a majority vote of the Commissioners present at a regular meeting of the Commission, provided that written notice is given to each Commissioner along with a copy of the proposed procedural guidelines at the previous regular meeting.

Section 2. Amendment

These procedural meetings may be amended by a 2/3 vote of the Commissioners present at a duly convened regular meeting, provided that written notice of the proposed amendment is given at the previous regular meeting of the Commission.

ARTICLE VII. Committees

Such committees, standing or special, shall be appointed by the Chairperson as the Commission shall from time to time deem necessary to carry out the Commission's work. The Chairperson shall be an ex-officio member of all committees and all such committees shall consist of less than a quorum of the Commission.